

## **VIRTUAL PERSONNEL COMMISSION MEETING**

June 09, 2021 at 4:30pm

### **MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Santa Monica-Malibu Unified School District Personnel Commission meetings will move to a virtual/teleconferencing environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The intent is not to limit public participation, but rather to protect public health by following the Governor's Stay at Home executive order and LA County's Safer at Home order.



### **JOIN ZOOM MEETING**

<http://bit.ly/SMMUSDPCMEETING>

**Meeting ID: 898 6103 9433**

**Password: SMMUSD**



### **PROVIDE PUBLIC COMMENT**

You may submit a request to make a public comment by e-mail to: [jhatch@smmusd.org](mailto:jhatch@smmusd.org)

- **Requests must be submitted no later than 5:00 p.m. on Tuesday, June 08, 2021**
- **Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**June 9, 2021**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, June 9, 2021**, at **4:30 p.m.**, via Zoom.

**I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on June 9, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- G.06 Approval of Minutes for Regular Meeting on May 12, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**June 9, 2021**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, June 9, 2021**, at **4:30 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, June 8, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on June 9, 2021

G.06 Approval of Minutes for Regular Meeting on May 12, 2021

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G.08 Personnel Commissioner Comments/Reports:  
 This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:  
 The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:  
 Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

**II. CONSENT CALENDAR:**

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	2
Cafeteria Cook/Baker	6
Campus Monitor	10
Communications Specialist	4
Health Office Specialist	8
Instructional Assistant - Classroom	14
Sports Facility Attendant	4
Technical Theater Technician	5

C.02 Advanced Step Placement:  
 Ikeisha Graves in the classification of Bus Driver at Range A-32 Step B

### III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Personnel Commission's Twelve-Month Calendar of Events:  
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2021-2022
- A.02 Classification Description Revision:  
Accompanist within the Instructional Assistant and Paraprofessional Job Unit
- A.03 Classification Description Revision:  
Director of Maintenance and Operations within the Facilities Services Division
- A.04 Classification Description Revision:  
Student Outreach Specialist within the Office Technical and Business Services Unit
- A.05 Classification Description Revision and Salary Reallocation:  
Payroll Specialist within the Fiscal Job Unit

### IV. **COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

### V. **DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- None

### VI. **INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - May 20, 2021
  - June 3, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - May 20, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2020 - 2021

- I.06 Board of Education Meeting Schedule
- 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Tucker Eligibility	Commissioner Training/ Briefing	August 11, 2021

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, July 14, 2021, at 4:30 p.m. – *via Zoom*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Submitted by:



Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**May 12, 2021**

**PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, May 12, 2021**, at **4:31 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, May 11, 2021. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

**OPEN SESSION**

**I. GENERAL FUNCTIONS:**

**G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:33 p.m.**

**G.02 Roll Call: Commissioners Robinson and Tate were present.**

**G.03 Pledge of Allegiance: Commissioner Tate led all in attendance in the Pledge of Allegiance.**

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda: May 12, 2021**

**It was moved and seconded to approve the agenda as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

**G.06 Motion to Approve Minutes: April 21, 2021**

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**G.07 Report from the Director of Classified Personnel:**

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
  - **Director Kahn updated the Personnel Commission on recruitments and exams since the last regular meeting in April.**
  - **Since the last meeting, the Personnel Commission staff held written exams for Technical Theater Technician, Campus Monitor, and Physical Activities Specialist. Oral exams were administered for Paraeducator-1,2,3, Instructional Assistant – Classroom, Sports Facility Attendant, Cafeteria Cook/Baker, and Buyer. Staff also conducted Spanish Bilingual Proficiency test, specifically to fill a bilingual Administrative Assistant vacancy. Final selection interviews were held for Senior Buyer, Paraeducator, and Translator/Interpreter.**
  - **New recruitments have been opened for Technology Support Assistant, Assistant Director of Fiscal Services, Event Operations Supervisor, and Manager of Sustainability. Continuous recruitments include Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Campus Monitor, Bus Driver, Paraeducator-1,2,3, and Custodian.**
  - **Director Kahn acknowledged Ms. Julie Younan, Human Resources Technician, for her efforts in completing a number of the exams and recruitments. She has also provided an assistance to the Human Resources staff with fingerprinting and on-boarding.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 16 claims since the last regular Personnel Commission meeting in April. As a point of comparison, there were 21 EDD claims in April 2020 due to the beginning of COVID-19 pandemic. The average number of EDD claims in the first four (4) months of 2019 was eight (8) per month. This year, there have been around 25 claims per month.**
  - **Director Kahn updated the Personnel Commission on the Custodian-substitute recruitment and on-boarding. Currently, there are 18 candidates who have been processed to assist with the COVID-19 cleaning protocols. In addition, there are over 30 current employees and employees on the re-employment list who have been assigned to work out of class and in limited term capacity.**
  - **Director Kahn updated the Personnel Commission on Mrs. Tarazi's Personnel Commissioner appointment as it is still being reviewed by the State Superintendent of Public Instruction.**

- **Director Kahn announced that the Personnel Commission held a virtual gift card raffle to acknowledge and celebrate Classified Employees Appreciation Week. He expressed his gratitude to SEIU, Local 99, and District administrators for their generosity as 44 gift cards in the amount of \$1900 were raffled off to classified employees representing many of the District's classifications.**

**Director Kahn thanked Ms. Julie Younan, Human Resources Technician, for coordinating the raffle and working with SEIU, Local 99, to solicit their generous donation. He congratulated all the lucky winners.**

**G.08 Personnel Commissioner Comments/Reports:**

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business.

This is not a time for discussion.

- **Commissioner Robinson presented a segment of the Santa Monica-Malibu Unified School District Board of Education and Personnel Commission Resolution for Classified School Employees Week of May 16, 2021, which would be adopted by the Board on May 20, 2021.**
- **Commissioner Robinson and Commissioner Tate expressed their gratitude to the District classified staff for the hard work and dedication in this challenging school year as well as efficient and safe transition to in-person instruction.**

**G.09 Communications:**

The Communications Section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
  - **None**

Board of Education Report

- **Dr. Kelly expressed his appreciation of the commissioners' comments regarding the successful and safe school re-opening for in-person instruction.**
- **Dr. Kelly provided a detailed update on the re-opening. Students are wearing masks, being screened upon arrival, and following the safety procedures given by their teachers. The District is also serving students who opted out of the in-person instruction using distant learning.**
- **Dr. Kelly informed the Personnel Commission about positive COVID-19 cases among students and the nursing staff's accomplishments with contact-tracing.**
- **Dr. Kelly stated that the District continues to offer PCR COVID-19 testing at John Adams Middle School and Malibu Elementary School for District employees and students.**
- **Dr. Kelly informed the Personnel Commission about the District's planning for safe in-person promotions for elementary and middle schools and high school graduations.**
- **Dr. Kelly updated the Personnel Commission on the Board of Education agenda regarding the Local Control Accountability Plan in terms of student learning and its funding.**

- **The District 2021-2022 budget will be adopted at the June meeting.**
- **Dr. Kelly extended his gratitude to all classified employees as they are acknowledged during the Classified School Employees Week.**

**G.10 Public Comments:**

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting’s agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

**II. CONSENT CALENDAR:**

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

**C.01 Approval of Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant: Promotional/Open Competitive	3
Administrative Assistant: Dual Certification	2
Buyer	6
Senior Buyer	5
Paraeducator-1	4
Paraeducator-2	1
Paraeducator-3	2

**C.02 Advanced Step Placement:**

Luis Lopez in the classification of Sports Facility Attendant at Range A-26 Step B **It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2021-2022 Proposed Personnel Commission Budget

**It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2021-2022* as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- No public comments.

**It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2021-2022* as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

A.02 Adoption: Fiscal Year 2021-2022 Proposed Personnel Commission Budget

**It was moved and seconded to adopt the Fiscal Year 2021-2022 Proposed Personnel Commission Budget as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- None

A.03 Classification Description Revision:

Bilingual Community Liaison within the Instructional Assistant and Paraprofessional Job Unit

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- **Director Kahn provided a brief background and rationale for the revisions. In January 2021, the Personnel Commission approved classification specification revisions directly related to clarifying consecutive interpretation as a duty and adjusting the classification's placement on the salary schedule to reflect the corresponding level of responsibility.**
- **At this time, the most significant revisions were made in regards to minimum qualifications to include experience with translation and consecutive interpretation.**
- **Furthermore, irrelevant and inessential duties and knowledge requirements were removed. Abilities were replaced with competencies.**
- **Commissioner Robinson inquired about possible recruitment challenges as the minimum qualifications have been extended to consecutive interpretation. Director Kahn stated that the technical requirements are definitely higher than in the past. The impact of these modifications on difficulty of recruitment will be assessed in the very next recruitment as there is currently a vacancy.**
- **Director Kahn added that the proposed classification specification revisions were distributed in the form of a survey to Bilingual Community Liaisons, their supervisors as well as to stakeholders for comments and feedback. The feedback was overwhelmingly positive.**

**IV. COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- **None**

**V. DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- **None**

**VI. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - April 22, 2021
  - May 6, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - April 22, 2021
  - May 6, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2020 - 2021
- I.06 Board of Education Meeting Schedule
  - 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Tucker Eligibility	Commissioner Training/ Briefing	June 9, 2021

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, June 9, 2021, at 4:30 p.m. – *via Zoom*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of the closed session.

- **None**

**X. CLOSED SESSION:**

- **No Closed Session**

**XI. ADJOURNMENT:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

**It was moved and seconded to adjourn the meeting.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**TIME ADJOURNED: 5:11 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.

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## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# PERSONNEL COMMISSION

## Regular Meeting: Wednesday, June 9, 2021

### AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Graves, Ikeisha

Hire Date: 6/01/2021

ASP Request Submitted: 6/01/2021

### BACKGROUND INFORMATION:

<b>Classification Title:</b> Bus Driver	<b>Employee:</b> Ikeisha Graves	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Ikeisha Graves has attained a high school diploma</li> </ul>	<b>0</b> level of education above the required level = <b>0</b> Step Advance
<b>Experience:</b> <ul style="list-style-type: none"> <li>Six (6) months of experience in the operation of a school bus in the United States. Experience in the state of California is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Ikeisha Graves has 3 years, 7 months of experience in the operation of a school bus in the United States.</li> </ul>	<b>1</b> (2-year periods) of experience above the required level = <b>1</b> Step Advance
<b>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</b>		

### DIRECTOR'S COMMENTS:

Ikeisha Graves's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-32 at Step B is \$20.46/hour is recommended.

### DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ikeisha Graves at Range A-32 Advanced Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							

#### 12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

## 16.4 ADVANCED STEP PLACEMENT

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

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### III. Action Items:

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Phillip Tate						
vacant						



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, June 9, 2021**

**AGENDA ITEM NO: III.A.01**

SUBJECT: Personnel Commission’s Twelve-Month Calendar of Events for 2021-2022

**BACKGROUND INFORMATION:**

Personnel Commission meetings have historically taken place on the second Wednesday of each month with adjustments made for holidays. A calendar of scheduled meeting dates for the 2021-2022 fiscal year following the same pattern is provided.

**DIRECTOR’S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commissioners approve the proposed calendar dates with adjustment as needed.

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Phillip Tate						
vacant						

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2021 – 2022**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2021</b>			
July 14, 2021	4:30 p.m.	Zoom	
August 11, 2021	4:30 p.m.	Zoom	
September 8, 2021	4:30 p.m.	Board Room – District Office	
October 13, 2021	4:30 p.m.	Board Room – District Office	
November 10, 2021	4:30 p.m.	Board Room – District Office	
December 8, 2021	4:30 p.m.	Board Room – District Office	
<b>2022</b>			
January 12, 2022	4:30 p.m.	Board Room – District Office	
February 9, 2022	4:30 p.m.	Board Room – District Office	
March 9, 2022	4:30 p.m.	Board Room – District Office	
April 20, 2022	4:30 p.m.	Board Room – District Office	Budget – First Reading <b>Moved to 4/20/22 due to Spring Break</b>
May 11, 2022	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 8, 2022	4:30 p.m.	Board Room – District Office	



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, June 09, 2021**

**AGENDA ITEM NO: III.A.02**

Classification Specification Revision: Accompanist

**BACKGROUND INFORMATION:**

The Office of the Personnel Commission received a request from the Coordinator, Visual and Performing Arts (VAPA), Tom Whaley, to review and revise the Accompanist class spec in order to ensure it was accurate and up-to-date.

**METHODOLOGY:**

Staff conducted the following activities:

- Met with Coordinator, VAPA to review class spec and current duties of an Accompanist
- Provided Coordinator, VAPA with proposed revisions to review based on responses from initial meeting
- Met with Coordinator, VAPA and Choir Teachers to review proposed revisions and receive feedback
- Integrated feedback and distributed proposed revisions to Accompanists, Principals, Choir Teachers, and Coordinator, VAPA for review and feedback via SurveyMonkey

**ANALYSIS & FINDINGS:**

Based on the information gathered, the recommended changes are summarized as follows:

- Use contemporary formatting
- Revise and add duties for clarity and accuracy
- Replace references to obsolete technology with modern terms
- Revise and add knowledge for clarity and accuracy
- Replace abilities with competencies
- Clarify required Experience
- Add details regarding receiving supervision
- Include transportation requirements and information regarding work hours
- Include Working Conditions

**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Accompanist classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Phillip Tate						
vacant						

**PERSONNEL COMMISSION**  
**Santa Monica Unified School District**

**ACCOMPANIST**

**DEFINITION**

~~Under general direction to play the piano accompaniment for choruses, choirs, glee clubs, individual voice lessons and instrumental practice or performance; and to do related work as required.~~

**EXAMPLES OF DUTIES**

~~Obtain, adapts and memorizes music for individuals and groups; plays piano for vocal and instrumental soloists and groups; assists and advises students in the selection of solos; tapes practice exercises for soloist and groups; and assists groups and individuals to learn parts and solve musical problems.~~

**DESIRABLE QUALIFICATIONS**

~~Knowledge of:~~

- ~~\_\_\_\_\_ Methods and techniques of vocal accompaniment;~~
- ~~\_\_\_\_\_ Basic understanding of music transposition, adaptation, rehearsal and taping.~~

~~and~~

~~Ability to:~~

- ~~\_\_\_\_\_ Accompany soloists and vocal and instrumental groups in the rehearsal and performance of difficult and intricate selections;~~
- ~~\_\_\_\_\_ Read difficult musical selections at sight;~~
- ~~\_\_\_\_\_ Follow musical direction;~~
- ~~\_\_\_\_\_ Work effectively with students and teachers.~~

~~and~~

~~Training and Experience:~~

- ~~\_\_\_\_\_ One year of experience as a piano accompanist for soloists or groups of vocalists and instrumentalists; or any combination of training and/or experience that could likely provide the desired knowledges and abilities.~~



## **ACCOMPANIST**

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### **BASIC FUNCTION**

**Under general supervision, provides piano accompaniment for a variety of musical performances and rehearsals for assigned soloists, coaches, and groups; provides technical and clerical support to the Music Department.**

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### **MINIMUM QUALIFICATIONS**

#### **EXPERIENCE:**

One year of experience as a piano accompanist for soloists or groups of vocalists.

#### **ADDITIONAL REQUIREMENTS/INFORMATION:**

**A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required. Incumbents may be assigned non-standard work hours for rehearsals and performances.**

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### **REPRESENTATIVE DUTIES**

- **Plays the piano to accompany live lessons, practices, rehearsals, and performances**
- **Observes lessons, practices, rehearsals, and performances and makes recommendations for improvement in areas including, but not limited to, pitch accuracy, posture, diction, and air support**
- **Records, edits, organizes, and uploads music using equipment including, but not limited to, digital recorders, microphones, and personal computers**
- **Reviews assignments and provides feedback to instructors, including recommendations for improvement**
- **Prepares for lessons, practices, rehearsals, and performances by studying and rehearsing sheet music**
- **Sight reads pieces in different styles, keys, meters, and tempos**
- **Adjusts meter and tempo during lessons, practices, rehearsals, and performances**
- **Organizes, catalogs, and maintains both physical and digital materials including, but not limited to, files, records, sheet music, and audio recordings**
- **Sets up and breaks down musical instruments, classroom and electronic equipment, and related items**
- **Performs related duties as assigned**

**NOTE: The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.**

## **SUPERVISION**

**General supervision is received from certificated staff. No supervision of other staff is exercised.**

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- **Techniques of piano accompaniment**
- **Principles and terminology of music theory**
- **Musical styles and genres**
- **Digital audio recording and editing techniques**
- **Principles and practices of filing and cataloging**
- **Principles and practices of recordkeeping and maintaining documentation**
- **Word processing, spreadsheet, and email software**

### **CORE COMPETENCIES:**

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Learning Agility – Seeking learning opportunities and applying the lessons to one's work**
- **Using Technology – Working with electronic hardware and software applications**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Adaptability – Responding positively to change and modifying behavior as the situation requires**
- **Customer Focus – Attending to the needs and expectations of customers**
- **Teamwork – Collaborating with others to achieve shared goals**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity**

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

**The work environment involves everyday risks or discomforts that require normal safety precautions. Works in an indoor, climate-control environment.**

### **PHYSICAL DEMANDS:**

**The work is sedentary. Moves between areas of a school site or within a performance space to monitor students. Sits to play the piano. Grasps and grips with hands to hold and move audio recording equipment. Uses hands, wrists, and fingers repetitively to play the piano. Uses foot and ankle repetitively to press piano pedals. Exchanges information with students and staff to provide feedback and make recommendations related to performance. Uses near visual acuity of 20 inches or less to read sheet music. Listens to music and vocal performances and distinguishes variations in pitch and key.**

### **CLASSIFICATION ESTABLISHED:**

***Unknown***

### **REVISED:**

**PROPOSED: June 09, 2021**



## **ACCOMPANIST**

### **BASIC FUNCTION**

---

Under general supervision, provides piano accompaniment for a variety of musical performances and rehearsals for assigned soloists, coaches, and groups; provides technical and clerical support to the Music Department.

### **MINIMUM QUALIFICATIONS**

---

#### **EXPERIENCE:**

One year of experience as a piano accompanist for soloists or groups of vocalists.

#### **ADDITIONAL REQUIREMENTS/INFORMATION:**

A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required. Incumbents may be assigned non-standard work hours for rehearsals and performances.

### **REPRESENTATIVE DUTIES**

---

- Plays the piano to accompany live lessons, practices, rehearsals, and performances
- Observes lessons, practices, rehearsals, and performances and make recommendations for improvement in areas including, but not limited to, pitch accuracy, posture, diction, and air support
- Records, edits, organizes, and uploads music using equipment including, but not limited to, digital recorders, microphones, and personal computers
- Reviews assignments and provides feedback to instructors, including recommendations for improvement
- Prepares for lessons, practices, rehearsals, and performances by studying and rehearsing sheet music
- Sight reads pieces in different styles, keys, meters, and tempos
- Adjusts meter and tempo during lessons, practices, rehearsals, and performances
- Organizes, catalogs, and maintains both physical and digital materials including, but not limited to, files, records, sheet music, and audio recordings
- Sets up and breaks down musical instruments, classroom and electronic equipment, and related items
- Performs related duties as assigned

**NOTE:** *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

### **SUPERVISION**

---

General supervision is received from certificated staff. No supervision of other staff is exercised.

### **JOB REQUIREMENTS**

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#### **KNOWLEDGE:**

- Techniques of piano accompaniment

- Principles and terminology of music theory
- Musical styles and genres
- Digital audio recording and editing techniques
- Principles and practices of filing and cataloging
- Principles and practices of recordkeeping and maintaining documentation
- Word processing, spreadsheet, and email software

#### ***CORE COMPETENCIES:***

- Professional & Technical Expertise – Applying technical subject matter to the job
- Learning Agility – Seeking learning opportunities and applying the lessons to one's work
- Using Technology – Working with electronic hardware and software applications
- Self-Management – Showing personal organization, self-discipline, and dependability
- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Customer Focus – Attending to the needs and expectations of customers
- Teamwork – Collaborating with others to achieve shared goals
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity

#### **WORKING CONDITIONS**

---

##### ***ENVIRONMENT:***

The work environment involves everyday risks or discomforts that require normal safety precautions. Works in an indoor, climate-control environment.

##### ***PHYSICAL DEMANDS:***

The work is sedentary. Moves between areas of a school site or within a performance space to monitor students. Sits to play the piano. Grasps and grips with hands to hold and move audio recording equipment. Uses hands, wrists, and fingers repetitively to play the piano. Uses foot and ankle repetitively to press piano pedals. Exchanges information with students and staff to provide feedback and make recommendations related to performance. Uses near visual acuity of 20 inches or less to read sheet music. Listens to music and vocal performances and distinguishes variations in pitch and key.

##### ***CLASSIFICATION ESTABLISHED:***

***Unknown***

##### ***REVISED:***

***PROPOSED: June 09, 2021***



## PERSONNEL COMMISSION

**Regular Meeting: Wednesday, June 09, 2021**

### **AGENDA ITEM NO: III.A.03**

Classification Specification Revision: Director of Maintenance and Operations (M&O)

### **BACKGROUND INFORMATION:**

The Office of the Personnel Commission received a request from the Chief Operations Officer (COO), Carey Upton, to review and revise the Director of Maintenance and Operations (M&O) class spec to prepare for an upcoming recruitment.

### **METHODOLOGY:**

Staff conducted the following activities:

- Met with COO to review class spec and discuss adjustments to Minimum Qualifications
- Provided COO with proposed revisions to review
- Integrated additional feedback from COO

### **ANALYSIS & FINDINGS:**

Based on the information gathered, the recommended changes are summarized as follows:

- Revise job title for consistency with other titles
- Use contemporary formatting
- Minor revisions to duties, including clarifying role with District's Sustainability Plan
- Remove references to outdated technology
- Use contemporary language for Education
- Include equivalency for Education
- Clarify supervision is received from COO
- Replace abilities with competencies

### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Director of Maintenance and Operations (M&O) classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Phillip Tate							
vacant							

PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**DIRECTOR, OF MAINTENANCE AND OPERATIONS (M&O)**

Management Salary Range—60

**CLASSIFICATION DESCRIPTION**  
**BARGAINING UNIT: Non-Represented**

**BASIC FUNCTION:**

Under general **administrative** direction, of the Assistant Superintendent of Business and Fiscal Services, plans, organizes, coordinates, and directs **the maintenance and operations of buildings, facilities, and grounds throughout the district.** the M&O Department, including facilities and grounds, maintenance, custodial and security operations and special construction projects.

**ESSENTIAL DUTIES: REPRESENTATIVE DUTIES**

4. Prepares operational plans for the M&O Department.
2. Confers with and directs M&O's managerial staff regarding methods and procedures of work, operational problems and conflicts, staffing requirements and assignments.
3. Prepares annual and multi-year budgets; administers budgets and monitors and controls expenditures in accordance with established fiscal policies.
4. Plans, organizes and directs the development, implementation and evaluation of a formal preventive maintenance system.
5. Plans, organizes and directs the development, implementation and evaluation of District custodial housekeeping and grounds maintenance standards.
6. Directs the development, implementation and evaluation of a quality control program for all functions of the M&O Department.
7. Directs the development and implementation of a work order processing system, which considers preventive, routine and emergency work.
8. Plans and directs the development, implementation and evaluation of a District-wide security systems.
9. Directs the asbestos **hazardous materials and integrated pest** management programs.

- ~~10.~~ ~~Directs the energy conservation efforts.~~ **Supports District's Sustainability Program**
11. Directs the facility planning and construction of **deferred**, special maintenance, and renovation projects.
12. Establishes and maintains a communication process with site administrators to determine facility management priorities and assess departmental services.
13. Maintains an ongoing personnel performance appraisal system within the department.
14. Establishes and maintains departmental staff development programs.
15. Establishes and maintains appropriate inventory systems.
16. Establishes and maintains a facilities management information system.
17. Prepares and presents regular and periodic written and oral reports to the Board of Education, Superintendent, professional and community groups and organizations.
18. Assumes other management responsibilities essential for providing M&O management services to the District.

**OTHER DUTIES:**

19. Performs related duties as assigned.

**NOTE: The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.**

**SUPERVISION:**

**Administrative** Supervision is received from the Assistant Superintendent of Business and Fiscal Services **Chief Operations Officer**. Direct **s**Supervision is exercised over the Manager of Maintenance and Construction, the Manager of Buildings and Grounds Operations **management, operations support,** and clerical support **office** staff.

**KNOWLEDGE AND ABILITIES JOB REQUIREMENTS:**

Knowledge of:

- Principles and practices of administration, supervision and training.
- **Principles and terminology of employment laws, codes, and regulations**
- **Principles and practices of employee supervision and evaluation**
- Maintenance and operations requirements for a multi-site organization.
- **School district business operations, programs and services that support school instruction**
- Codes, materials, techniques and costs related to construction and building maintenance.
- Methods, practices, terminology and procedures used in the skilled trades.
- Financial and statistical record-keeping techniques.

- Computer based (PC or main frame) management systems.
- Budgeting methods and practices.
- Applicable selections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Health and safety regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Analyze, situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Assure compliance with safety practices and various code requirements.
- Work from blueprints, shop drawings and sketches.
- Select and utilize PC software for departmental managerial purposes.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Competencies:

- Decision Making – Choosing optimal courses of action in a timely manner
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectations of customers
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Developing Others – Supporting others in stretching and expanding their capabilities
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Ensuring superior individual and group performance
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives

EDUCATION AND EXPERIENCE: MINIMUM QUALIFICATIONS

Any combination equivalent to:

Education:

Graduation from an accredited college or university with a Bachelor's degree in Engineering, Industrial Management or a closely related subject. **A bachelor's degree in construction management, architecture, engineering, business administration, public administration or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.**

Or

Completion of the CASH Maintenance Management Certificate Program (CMMCP) or other industry recognized and reputable maintenance management related certification.

Experience:

Five (5) years of management and/or supervisory experience in M&O management, which includes providing custodial, grounds, maintenance, security and construction planning of buildings preferably in a multi-site organization, such as schools and office buildings. **experience managing the maintenance, repair, and operations of multiple buildings and facilities, including providing supervision to maintenance and/or operations support staff.**

Experience with special project planning, design and coordination at a managerial level is desirable.

LICENSES AND OTHER REQUIREMENTS:

Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and a telephone.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Professional experience in a public agency is highly desirable. Incumbents may be assigned to work a non-standard workweek and be subject to on-call duty 24 hours, 7 days a week.

WORKING CONDITIONS:

Environment:

- ~~Indoor and outdoor environment.~~
- ~~Driving a vehicle to conduct work.~~

The work involves moderate risks or discomforts that require special safety precautions. Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Will be temporarily exposed to irritants such as dust while at a construction sites and observing repairs. Frequently works in an indoor, climate-controlled environment. Temporarily exposed to irritants such as cleaning solvents. Temporarily exposed to intermittent sounds of a level to cause marked distraction. Requires frequent travel by car.

Physical Demands:

- ~~Ability to safely lift, carry, push and/or pull up to 25 pounds.~~

DIRECTOR OF MAINTENANCE AND OPERATIONS

Page Four

- ~~Ability to bend, crawl, stoop, kneel, crouch, twist, turn, and climb up and down ladders, stairs, scaffolding, and ramps of one or more stories above the ground.~~

Hazards:

- ~~Incumbent will be exposed to working around machinery, moving vehicles, and construction sites.~~
- ~~Contract with cleaning agents and chemicals.~~

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Stoops, bends, crawls, kneels, crouches, twists, turns, and climbs up and down ladders, stairs, scaffolding, and ramps to access and inspect projects.

repairs, and damage. Uses near visual acuity at 20 inches or less to inspect projects and operate a computer. Uses far visual acuity at 20 feet or more to observe construction, maintenance, and repair sites and assess area for safety risks. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces. Grasps and grips in order to lift and carry objects up to 25 pounds unassisted.

~~DUTIES APPROVED~~

~~DESIGNATED BY BOARD OF EDUCATION AS A  
SENIOR MANAGEMENT POSITION:~~

~~May 13, 1993~~

~~**CLASSIFICATION APPROVED**~~

~~**PERSONNEL COMMISSION ESTABLISHED:**~~

~~**June 2, 1993**~~

~~Title/Revision change from **Director of Facilities  
Management,**~~

~~**REVISED:**~~

~~**March 10, 2009**~~

~~**PROPOSED: June 09, 2021**~~



## **DIRECTOR, MAINTENANCE AND OPERATIONS**

### **BASIC FUNCTION**

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Under administrative direction, plans, organizes, coordinates, and directs the maintenance and operations of buildings, facilities, and grounds throughout the district.

### **MINIMUM QUALIFICATIONS**

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#### **EDUCATION:**

A bachelor's degree in construction management, architecture, engineering, business administration, public administration or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Or

Completion of the CASH Maintenance Management Certificate Program (CMMCP) or other industry recognized and reputable maintenance management related certification.

#### **EXPERIENCE:**

Five (5) years of experience managing the maintenance, repair, and operations of multiple buildings and facilities, including providing supervision to maintenance and/or operations support staff.

#### **ADDITIONAL REQUIREMENTS/INFORMATION:**

A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Professional experience in a public agency is highly desirable. Incumbents may be assigned to work a non-standard workweek and be subject to on-call duty 24 hours, 7 days a week.

### **REPRESENTATIVE DUTIES**

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- Prepares operational plans for the M&O Department
- Confers with and directs M&O's managerial staff regarding methods and procedures of work, operational problems and conflicts, staffing requirements and assignments
- Prepares annual and multi-year budgets; administers budgets and monitors and controls expenditures in accordance with established fiscal policies
- Plans, organizes and directs the development, implementation and evaluation of a formal preventive maintenance system
- Plans, organizes and directs the development, implementation and evaluation of District custodial housekeeping and grounds maintenance standards
- Directs the development, implementation and evaluation of a quality control program for all functions of the M&O Department
- Directs the development and implementation of a work order processing system, which considers preventive, routine and emergency work
- Plans and directs the development, implementation and evaluation of a District-wide security systems

- Directs hazardous materials and integrated pest management programs
- Supports District's Sustainability Program
- Directs the facility planning and construction of deferred, special maintenance, and renovation projects
- Establishes and maintains a communication process with site administrators to determine facility management priorities and assess departmental services
- Maintains an ongoing personnel performance appraisal system within the department
- Establishes and maintains departmental staff development programs
- Establishes and maintains appropriate inventory systems
- Establishes and maintains a facilities management information system
- Prepares and presents regular and periodic written and oral reports to the Board of Education, Superintendent, professional and community groups and organizations
- Assumes other management responsibilities essential for providing M&O management services to the District
- Performs related duties as assigned

**NOTE:** *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

## **SUPERVISION**

Administrative supervision is received from the Chief Operations Officer. Supervision is exercised over management, operations support, and office staff.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- Principles and terminology of employment laws, codes, and regulations
- Principles and practices of employee supervision and evaluation
- Maintenance and operations requirements for a multi-site organization
- School district business operations, programs and services that support school instruction
- Codes, materials, techniques and costs related to construction and building maintenance
- Methods, practices, terminology and procedures used in the skilled trades
- Financial and statistical record-keeping techniques
- Budgeting methods and practices
- Applicable selections of State Education Code and other applicable laws
- District organization, operations, policies and objectives

### **CORE COMPETENCIES:**

- Decision Making – Choosing optimal courses of action in a timely manner
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectations of customers
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Developing Others – Supporting others in stretching and expanding their capabilities

- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Ensuring superior individual and group performance
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives

## **WORKING CONDITIONS**

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### ***ENVIRONMENT:***

The work involves moderate risks or discomforts that require special safety precautions. Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Will be temporarily exposed to irritants such as dust while at a construction sites and observing repairs. Frequently works in an indoor, climate-controlled environment. Temporarily exposed to irritants such as cleaning solvents. Temporarily exposed to intermittent sounds of a level to cause marked distraction. Requires frequent travel by car.

### ***PHYSICAL DEMANDS:***

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Stoops, bends, crawls, kneels, crouches, twists, turns, and climbs up and down ladders, stairs, scaffolding, and ramps to access and inspect projects, repairs, and damage. Uses near visual acuity at 20 inches or less to inspect projects and operate a computer. Uses far visual acuity at 20 feet or more to observe construction, maintenance, and repair sites and assess area for safety risks. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces. Grasps and grips in order to lift and carry objects up to 25 pounds unassisted.

### ***CLASSIFICATION ESTABLISHED:***

***June 02, 1993***

### ***REVISED:***

***March 10, 2009***

***PROPOSED: June 09, 2021***



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, June 09, 2021**

**AGENDA ITEM NO: III.A.04**

Classification Description Revision: Student Outreach Specialist

**BACKGROUND INFORMATION:**

A vacancy exists within the Student Outreach Specialist (SOS) classification and a recruitment is anticipated. Currently, the SOS is located at high schools but interest has been expressed in establishing SOSs at middle schools.

**METHODOLOGY:**

Staff conducted the following activities:

- Met with John Adams Middle School Principal, Steve Richardson, to review class spec and determine if appropriate for needs of a middle school

**ANALYSIS & FINDINGS:**

Based on the information gathered, the recommended changes are summarized as follows:

- Update formatting
- Use contemporary language for Education
- Remove Experience requirement of working with high school aged youth
- Clarify language used in Experience
- Include transportation requirement and include preference of working with youth 12-18 years old
- Broaden language used in duty that was specific to transition between middle school and high school

**DIRECTOR’S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Student Outreach Specialist classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 541768  
SALARY RANGE: A-44

## STUDENT OUTREACH SPECIALIST

### BASIC FUNCTION:

Under direction ~~general supervision~~ from the Principal or Restorative Justice Designee, mentors, engages, supports, and assists in the identification of at-risk students in order to establish a sense of belonging and reintegrate students and/or their families.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

A bachelor's degree from an accredited college or university, preferably in counseling, social work, urban studies or a related field. **in psychology, sociology, education, urban studies or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.**

#### EXPERIENCE:

Two years of experience working with youth in urban community-based activities, including at least one year working with high school aged youth. **a public or social service-related program and/or project.**

#### LICENSES AND OTHER REQUIREMENTS:

Some positions may require bilingual skills.

#### ADDITIONAL REQUIREMENTS/INFORMATION:

**A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Experience working with youth 12-18 years old is highly desirable.**

### REPRESENTATIVE DUTIES:

1. Establishes contact and facilitates meetings with students and/or parents of students who demonstrate attendance, academic performance, and/or excessive disciplinary problems.
2. Researches and maintains awareness of available community resources such as counseling, job development, social and cultural activities, and information regarding service programs; connects students and their families with appropriate community services.
3. Visits sites where students gather when not in school, such as parks, street corners and/or recreation centers, in order to establish contact and build rapport.
4. Establishes partnerships with positive community programs and involves at-risk students in after-school, weekend and summer recreation and cultural events.
5. Serves as a liaison between student clubs, committees and other organizations on campus and at-risk students currently not participating in these activities or programs.
6. Co-facilitates classes with parents and/or students on the availability of supportive school and community programs, such as tutoring and mentoring, parenting skills, job readiness, and other appropriate services.
7. Leads group discussions with students on cultural, ethnic and gender identity issues that impact attendance, academic performance, behavior, and school connectedness.

8. Works in partnership with school Counselor(s), Dean, Job Development Specialist, Community Liaison/Bilingual Community Liaison, and students' families to recover at risk students and keep them in school-
9. ~~Establishes contact with middle school students and families to ease the transition of incoming ninth graders into high school.~~ **Provides support to students and families during transition between grades**
10. Facilitates community building circles and other restorative justice activities-
11. May assist administrators in carrying out home visits-
12. Performs related duties as assigned-

**NOTE:** *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

#### **SUPERVISION:**

~~Supervision and technical and/or functional work direction is received from the Principal or Restorative Justice Designee. No supervision is exercised over District staff.~~ **General supervision is received from certificated staff. No supervision of other staff is exercised.**

#### **KNOWLEDGE AND ABILITIES JOB REQUIREMENTS**

##### ~~KNOWLEDGE OF:~~

- Community and social service agencies-
- School programs, requirements, objectives, policies, and concerns-
- Cultural and intercultural issues, needs and concerns of students and families-
- Urban adolescent issues-
- Adolescent behavior and psychology-
- Practical principals of intercultural relationships and communication techniques-
- Restorative Justice principles and techniques-

##### ~~ABILITY TO:~~

- Establish contact with students and serve as a role model-
- Work independently with minimal supervision-
- Work collaboratively with District personnel and community agencies-
- Communicate effectively both orally and in writing-
- Establish and maintain contact and cooperation with community organizations-
- Analyze issues and problem solve quickly and effectively-
- Speak in front of diverse groups and facilitate meetings-
- Maintain confidentiality of sensitive information-
- Attend night and weekend meetings as required-
- Adapt and re-prioritize as situations change-

#### **WORKING CONDITIONS:**

##### ~~ENVIRONMENT:~~

Works at a school site in close contact with at risk students.

##### ~~PHYSICAL DEMANDS:~~

- Ability to stand and sit for extended periods of time.
- Visual acuity sufficient for observing and monitoring students and for reading, writing, typing and doing other work on a computer.
- Ability to hear and speak to exchange information and provide assistance to students.

- Manual dexterity sufficient to operate office equipment and access materials and files.

**HAZARDS:**

May be exposed to turbulent environments while conducting home visits with an administrator.

**~~DUTIES APPROVED~~**

**~~BOARD OF EDUCATION:~~**

**~~CLASSIFICATION APPROVED~~**

**~~PERSONNEL COMMISSION ESTABLISHED:~~**

**~~Approved: May 30, 1995~~**

**~~Revised:~~**

**~~March, 10, 1998~~**

**~~October 24, 2017~~**

**PROPOSED: June 09, 2021**



## **STUDENT OUTREACH SPECIALIST**

### **BASIC FUNCTION**

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Under general supervision, mentors, engages, supports, and assists in the identification of at-risk students in order to establish a sense of belonging and reintegrate students and/or their families.

### **MINIMUM QUALIFICATIONS**

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#### *EDUCATION:*

A bachelor's degree in psychology, sociology, education, urban studies or other fields closely related to the job requirements of this classification, from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

#### *EXPERIENCE:*

Two years of experience working with youth in a public or social service-related program and/or project.

#### *ADDITIONAL REQUIREMENTS/INFORMATION:*

A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required. Experience working with youth 12-18 years old is highly desirable.

### **REPRESENTATIVE DUTIES**

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- Establishes contact and facilitates meetings with students and/or parents of students who demonstrate attendance, academic performance, and/or excessive disciplinary problems
- Researches and maintains awareness of available community resources such as counseling, job development, social and cultural activities, and information regarding service programs; connects students and their families with appropriate community services
- Visits sites where students gather when not in school, such as parks, street corners and/or recreation centers, in order to establish contact and build rapport
- Establishes partnerships with positive community programs and involves at-risk students in after-school, weekend and summer recreation and cultural events
- Serves as a liaison between student clubs, committees and other organizations on campus and at-risk students currently not participating in these activities or programs
- Co-facilitates classes with parents and/or students on the availability of supportive school and community programs, such as tutoring and mentoring, parenting skills, job readiness, and other appropriate services
- Leads group discussions with students on cultural, ethnic and gender identity issues that impact attendance, academic performance, behavior, and school connectedness
- Works in partnership with school Counselor(s), Dean, Job Development Specialist, Community Liaison/Bilingual Community Liaison, and students' families to recover at risk students and keep them in school
- Provide support to students and families during transition between grades
- Facilitates community building circles and other restorative justice activities
- May assist administrators in carrying out home visits

- Performs related duties as assigned

**NOTE:** *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

## **SUPERVISION**

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General supervision is received from certificated staff. No supervision of other staff is exercised.

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

- Community and social service agencies
- School programs, requirements, objectives, policies, and concerns
- Cultural and intercultural issues, needs and concerns of students and families
- Urban adolescent issues
- Adolescent behavior and psychology
- Practical principals of intercultural relationships and communication techniques
- Restorative Justice principles and techniques

### **ABILITY:**

- Establish contact with students and serve as a role model
- Work independently with minimal supervision
- Work collaboratively with District personnel and community agencies
- Communicate effectively both orally and in writing
- Establish and maintain contact and cooperation with community organizations
- Analyze issues and problem solve quickly and effectively
- Speak in front of diverse groups and facilitate meetings
- Maintain confidentiality of sensitive information
- Attend night and weekend meetings as required
- Adapt and re-prioritize as situations change

## **WORKING CONDITIONS**

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### **ENVIRONMENT:**

Works at a school site in close contact with at risk students.

### **PHYSICAL DEMANDS:**

- Ability to stand and sit for extended periods of time.
- Visual acuity sufficient for observing and monitoring students and for reading, writing, typing and doing other work on a computer.
- Ability to hear and speak to exchange information and provide assistance to students.
- Manual dexterity sufficient to operate office equipment and access materials and files.

### **HAZARDS:**

May be exposed to turbulent environments while conducting home visits with an administrator.

### **CLASSIFICATION ESTABLISHED:**

**May 30, 1995**

**REVISED:**

**March, 10, 1998**

**October 24, 2017**

**PROPOSED: June 09, 2021**



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, June 09, 2021**

**AGENDA ITEM NO: III.A.05**

Salary Reallocation: Payroll Specialist

**BACKGROUND INFORMATION:**

The Office of the Personnel Commission received a request from the Director of Fiscal and Business Services (DFBS), Gerardo Cruz, to determine if the Payroll Specialist salary is equitable and internally aligned.

**METHODOLOGY:**

Staff met with Gerardo Cruz to provide an overview of the process as well as learn more about the Payroll Specialist classification. Staff then chose to compare the Payroll Specialist (Range 36: \$3,726 - \$4,754) classification with the Human Resource Specialist (Range 38: \$3,910 - \$4,993) classification due to the interrelationship between HR and Payroll functions.

**ANALYSIS & FINDINGS:**

The following duties are currently listed on the Payroll Specialist class spec:

Payroll Specialist
Communicate with District personnel in person and on the phone to resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions including deferred compensation and tax sheltered annuities; distribute necessary forms; verify accuracy of completed forms.
Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness.
Administer paychecks and special earning payments and payment cycles.
Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System.
Prepare and maintain files, records and a variety of quarterly, annual and amended reports related to employee information, taxes, retirement, employment, benefits, leave and other related records; resolve issues related to taxes as needed; audit Federal, State, Medicare and other tax payments and balance payments to W-2 totals.
Process and audit employee reimbursements for retirees; ensure that all requests comply with District policy and receipts are included with the request.
Process salary adjustments; maintain leave balances including but not limited to sick leave, necessary leave, and vacation time.

Prepare pre-list authorization for payment requisitions related to employee payroll deductions and district contributions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.

Prepare various spreadsheets to track accounting transactions and histories.

Distribute and receive time keeping forms from District sites; audit for accuracy and completeness; recalculate totals on large time reports; compile and batch time sheets for input into the computerized payroll system for various calculations such as taxes, retirement contributions and other deductions; review and edit reports for accuracy.

Stay up-to-date with changes in federal and state rules and regulations; use of appropriate payroll codes, and federal and state tax changes; ensure the District meets legal requirements with regard to payroll taxes and garnishments and provides all required information and payments to the Internal Revenue Services, state tax authorities, and other regulatory agencies; enter federal and state withholding and voluntary deductions in payroll system.

Input vendor payments related to payroll into spreadsheets and District database; maintain, update and clear Revolving Cash Fund for payroll revolving checks.

Prepare and direct correspondence regarding payments, deposits, and accounting procedures.

Prepare and balance journal entries.

The following duties are currently listed on the Human Resource Specialist class spec:

#### **Human Resource Specialist**

Verifies, inputs, and maintains current Position Control and FTE files by inputting additions, deletions, and changes of position and employee status into human resource system; monitors and maintains position vacancy list for all classified and certificated positions.

Verifies, processes, enters, and maintains employee information such as personal data, employment and position data, compensation, performance reviews or evaluations, and separation data into the human resource system; provides information to payroll, personnel commission, and other appropriate individuals and groups.

Processes paperwork required for employment, retirement, termination, resignations, leave of absence, change of assignment, and other related information; inputs information into the human resources system; updates longevity lists and assures the proper completion and accuracy of personnel data entered.

Processes new employees, ensuring that all personnel comply with criminal record, medical screening, I-9 employee eligibility, and payroll processing requirements.

Provides information and assistance to District personnel, job applicants, employment candidates, and general public regarding a wide range of personnel matters; interprets contract language and examines employee files to answer inquiries and provides information to authorized persons.

Maintains salary schedule data and codes for certificated, classified, confidential, and management positions. Ensures the accuracy of all salary data distributed and incorporated into the human resource system.

Evaluates transcripts and/or verifies previous training and experiences to determine proper placement on salary schedules for all employee groups.

<p>Researches and answers questions regarding personnel matters, policies and procedures; provides preliminary summary of findings and recommendations for action by management as necessary.</p>
<p>Analyzes, verifies, and monitors human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols.</p>
<p>Compiles, reviews, and analyzes employment data by using the human resource system; performs data queries and produces reports, tables, graphs, and narrative presentations in order to synthesize and summarize personnel related data for projects, special audits, or collective bargaining.</p>
<p>Processes, prepares, and distributes personnel assignment notices authorizing employment, salary increases, status changes, leave of absences, personnel evaluation forms, reasonable assurance letters, First Aid and CPR renewals, and other notifications to employees; track and follow up to complete processes and procedures to comply with district and legal mandates.</p>
<p>Prepares staffing spreadsheets and comparative reports to track staffing levels, assignments and vacancies; prepares and updates reports concerning new hires, transfers, separations, seniority, retirement, and reinstatement actions.</p>
<p>Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for all employees.</p>
<p>Acts as a liaison between the Human Resources Department and employees; prepares correspondence to explain department and District procedures.</p>
<p>Coordinates, compiles and completes information for classification, salary, benefits and employment surveys and reports; responds to employment verification requests from outside agencies.</p>

Staff compared the Payroll Specialist duties against all 15 duties from the Human Resource Specialist class spec in order to determine if there were comparable duties:

Human Resource Specialist Duties	Comparable Payroll Specialist Duties
<p>Verifies, inputs, and maintains current Position Control and FTE files by inputting additions, deletions, and changes of position and employee status into human resource system; monitors and maintains position vacancy list for all classified and certificated positions.</p>	<p>Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness.</p>
	<p>Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System.</p>

<p>Verifies, processes, enters, and maintains employee information such as personal data, employment and position data, compensation, performance reviews or evaluations, and separation data into the human resource system; provides information to payroll, personnel commission, and other appropriate individuals and groups.</p>	<p>Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness.</p>
<p>Processes paperwork required for employment, retirement, termination, resignations, leave of absence, change of assignment, and other related information; inputs information into the human resources system; updates longevity lists and assures the proper completion and accuracy of personnel data entered.</p>	<p>Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System.</p> <p>Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness.</p>
<p>Processes new employees, ensuring that all personnel comply with criminal record, medical screening, I-9 employee eligibility, and payroll processing requirements.</p>	<p>Process salary adjustments; maintain leave balances including but not limited to sick leave, necessary leave, and vacation time.</p>
<p>Provides information and assistance to District personnel, job applicants, employment candidates, and general public regarding a wide range of personnel matters; interprets contract language and examines employee files to answer inquiries and provides information to authorized persons.</p>	<p>Process salary adjustments; maintain leave balances including but not limited to sick leave, necessary leave, and vacation time.</p> <p>Communicate with District personnel in person and on the phone to resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions including deferred compensation and tax sheltered annuities; distribute necessary forms; verify accuracy of completed forms.</p>
<p>Maintains salary schedule data and codes for certificated, classified, confidential, and management positions. Ensures the accuracy of all salary data distributed and incorporated into the human resource system.</p>	<p>Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System.</p>

<p>Evaluates transcripts and/or verifies previous training and experiences to determine proper placement on salary schedules for all employee groups.</p>	<p>Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System.</p>
<p>Researches and answers questions regarding personnel matters, policies and procedures; provides preliminary summary of findings and recommendations for action by management as necessary.</p>	<p>Communicate with District personnel in person and on the phone to resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions including deferred compensation and tax sheltered annuities; distribute necessary forms; verify accuracy of completed forms.</p>
<p>Analyzes, verifies, and monitors human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols.</p>	<p>Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness.</p>
	<p>Stay up-to-date with changes in federal and state rules and regulations; use of appropriate payroll codes, and federal and state tax changes; ensure the District meets legal requirements with regard to payroll taxes and garnishments and provides all required information and payments to the Internal Revenue Services, state tax authorities, and other regulatory agencies; enter federal and state withholding and voluntary deductions in payroll system.</p>
<p>Compiles, reviews, and analyzes employment data by using the human resource system; performs data queries and produces reports, tables, graphs, and narrative presentations in order to synthesize and summarize personnel related data for projects, special audits, or collective bargaining.</p>	<p>Prepare various spreadsheets to track accounting transactions and histories.</p>
<p>Processes, prepares, and distributes personnel assignment notices authorizing employment, salary increases, status changes, leave of absences, personnel evaluation forms, reasonable assurance letters, First Aid and CPR renewals, and other notifications to employees; track and follow up to complete processes and procedures to comply with district and legal mandates.</p>	<p>Administer paychecks and special earning payments and payment cycles.</p>

<p>Prepares staffing spreadsheets and comparative reports to track staffing levels, assignments and vacancies; prepares and updates reports concerning new hires, transfers, separations, seniority, retirement, and reinstatement actions.</p>	<p>Prepare various spreadsheets to track accounting transactions and histories.</p>
<p>Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for all employees.</p>	<p>Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness.</p>
<p>Acts as a liaison between the Human Resources Department and employees; prepares correspondence to explain department and District procedures.</p>	<p>Prepare and direct correspondence regarding payments, deposits, and accounting procedures.</p>
<p>Coordinates, compiles and completes information for classification, salary, benefits and employment surveys and reports; responds to employment verification requests from outside agencies.</p>	<p>Prepare and maintain files, records and a variety of quarterly, annual and amended reports related to employee information, taxes, retirement, employment, benefits, leave and other related records; resolve issues related to taxes as needed; audit Federal, State, Medicare and other tax payments and balance payments to W-2 totals.</p>
	<p>Stay up-to-date with changes in federal and state rules and regulations; use of appropriate payroll codes, and federal and state tax changes; ensure the District meets legal requirements with regard to payroll taxes and garnishments and provides all required information and payments to the Internal Revenue Services, state tax authorities, and other regulatory agencies; enter federal and state withholding and voluntary deductions in payroll system.</p>

All 15 Human Resource Specialist duties were found to have comparable Payroll Specialist duties. Both classifications are responsible for verifying, inputting, maintaining, and reconciling information within spreadsheets and databases; responding to questions from district staff; ensuring data and records are compliant with relevant legal and procedural requirements; and responding to requests from outside agencies.

Given the scope of work and level of responsibility, staff finds the Payroll Specialist salary (range 36: \$3,726 - \$4,754) to be misaligned in its relationship to the Human Resource Specialist salary (range 38: \$3,910 - \$4,993) based on the findings that all 15 Human Resource Specialist duties have a comparable Payroll Specialist duty.

**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approves the reallocation of Payroll Specialist from range 36 (\$3,726 - \$4,754) to range 38 (\$3,910 - \$4,993) on Classified Salary Schedule A.

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson						
Phillip Tate						
vacant						



PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Payroll Specialist
<b>JOB FAMILY</b>	Fiscal Support Services
<b>JOB SUB-FAMILY</b>	Accounting
<b>SUPERVISOR TITLE</b>	Fiscal Services Supervisor
<b>SALARY RANGE</b>	A32

## PAYROLL SPECIALIST

### BASIC FUNCTION:

Under general supervision, perform a variety of technical payroll accounting duties to assure that District employees are paid in an accurate and timely manner; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

### DISTINGUISHING CHARACTERISTICS:

Payroll Specialist incumbents perform a variety of specialized accounting duties in the area of processing payroll and related records for assigned payrolls. Accounting Technician incumbents are assigned general accounting tasks by coordinating and monitoring expenditures and receivables for specified schools and funds.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

### REPRESENTATIVE DUTIES:

Task Statement	Code
Communicate with District personnel in person and on the phone to resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions including deferred compensation and tax sheltered annuities; distribute necessary forms; verify accuracy of completed forms	PS-1
Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness	PS-2
Administer paychecks and special earning payments and payment cycles	PS-3
Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System	PS-4
Prepare and maintain files, records and a variety of quarterly, annual and amended reports related to employee information, taxes, retirement, employment, benefits, leave and other related records; resolve issues related to taxes as needed; audit Federal, State, Medicare and other tax payments and balance payments to W-2 totals	PS-5
Process and audit employee reimbursements for retirees; ensure that all requests comply with District policy and receipts are included with the request.	PS-6
Process salary adjustments; maintain leave balances including but not limited to sick leave, necessary leave, and vacation time	PS-7

<b>Task Statement</b>	<b>Code</b>
Prepare pre-list authorization for payment requisitions related to employee payroll deductions and district contributions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.	PS-8
Prepare various spreadsheets to track accounting transactions and histories.	PS-9
Distribute and receive time keeping forms from District sites; audit for accuracy and completeness; recalculate totals on large time reports; compile and batch time sheets for input into the computerized payroll system for various calculations such as taxes, retirement contributions and other deductions; review and edit reports for accuracy	PS-10
Stay up-to-date with changes in federal and state rules and regulations; use of appropriate payroll codes, and federal and state tax changes; ensure the District meets legal requirements with regard to payroll taxes and garnishments and provides all required information and payments to the Internal Revenue Services, state tax authorities, and other regulatory agencies; enter federal and state withholding and voluntary deductions in payroll system	PS-11
Input vendor payments related to payroll into spreadsheets and District database; maintain, update and clear Revolving Cash Fund for payroll revolving checks	PS-12
Prepare and direct correspondence regarding payments, deposits, and accounting procedures.	PS-13
Prepare and balance journal entries	PS-14
Performs other duties as assigned.	GEN-1

### **SUPERVISION MATRIX:**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Fiscal Services Supervisor
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Fiscal Services Supervisor
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervisory expectations</i>
Collaborators:	Assistant Director of Fiscal Services, Director of Fiscal Services, and Fiscal Services Supervisor
Given to:	None

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Accounts payable and accounts receivable practices and procedures
- HRS and County payroll systems
- Payroll accounting, including deduction, leave, retirement and timekeeping procedures
- Bookkeeping practices
- Payment discrepancy reconciliation methods

- Automated accounting system practices
- Office filing and record keeping techniques
- Tax withholding, voluntary deductions, garnishments and supplemental insurance
- Laws, rules and regulations related to assigned activities
- Payroll filing, record-keeping and report preparation techniques
- Principles and techniques involved in payroll preparation, monitoring and control

**ABILITY TO:**

- Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications
- Input data and operate ten-key calculator quickly and accurately
- Clarify contract restrictions through review of BOE minutes
- Work independently
- Review work of others for completeness and accuracy
- Communicate effectively with vendors, school accounting staff, and department representatives
- Work cooperatively with others
- Demonstrate flexibility and respond to changing requirements and job assignments
- Schedule, organize, and complete work in accordance with deadlines
- Understand and follow specifications and instructions
- Identify errors or discrepancies in accounting documentation
- Compare and match related accounting documents
- File documents alphabetically, numerically, and chronologically
- Apply and explain laws, rules and regulations related to payroll activities
- Prepare time sheets for payroll process
- Monitor, adjust and reconcile payroll data

**MINIMUM QUALIFICATIONS**

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**EDUCATION:**

Educational attainment equivalent to a high school diploma or its recognized equivalent.

**EXPERIENCE:**

Three (3) years increasingly responsible payroll, accounting or financial record keeping experience.

**EQUIVALENCY PROVISION:**

Two (2) years of additional education equivalent to a minimum of sixteen (16) verifiable college units in business administration, accounting, finance and/or related fields may be substituted for two (2) years of experience.

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with co-workers, vendors, faculty, school accounting staff, administrators, and department supervisors in clarifying purchase and contracts, reviewing work, providing guidance regarding accounting procedures, and requesting and providing information.

**PHYSICAL DEMANDS:**

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds.



PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Human Resources Specialist
<b>JOB FAMILY</b>	Personnel Services
<b>JOB SUB-FAMILY</b>	HR/Personnel
<b>SUPERVISOR TITLE</b>	Director of Human Resources
<b>SALARY RANGE</b>	A36

## CLASS TITLE: HUMAN RESOURCES SPECIALIST

### BASIC FUNCTION

Under general supervision of assigned supervisor, performs specialized and technical work related to data management, to include position control forms and labels, lists, and letters; prepares customized personnel reports; responds to personnel and payroll related inquiries; and performs other related work as necessary.

### REPRESENTATIVE DUTIES

Task Statement	Code
Verifies, inputs, and maintains current Position Control and FTE files by inputting additions, deletions, and changes of position and employee status into human resource system; monitors and maintains position vacancy list for all classified and certificated positions	HRS-1
Verifies, processes, enters, and maintains employee information such as personal data, employment and position data, compensation, performance reviews or evaluations, and separation data into the human resource system; provides information to payroll, personnel commission, and other appropriate individuals and groups	HRS-2
Processes paperwork required for employment, retirement, termination, resignations, leave of absence, change of assignment, and other related information; inputs information into the human resources system; updates longevity lists and assures the proper completion and accuracy of personnel data entered	HRS-3
Processes new employees, ensuring that all personnel comply with criminal record, medical screening, I-9 employee eligibility, and payroll processing requirements	HRS-4
Provides information and assistance to District personnel, job applicants, employment candidates, and general public regarding a wide range of personnel matters; interprets contract language and examines employee files to answer inquiries and provides information to authorized persons	HRS-5
Maintains salary schedule data and codes for certificated, classified, confidential, and management positions. Ensures the accuracy of all salary data distributed and incorporated into the human resource system	HRS-6
Evaluates transcripts and/or verifies previous training and experiences to determine proper placement on salary schedules for all employee groups	HRS-7
Researches and answers questions regarding personnel matters, policies and procedures; provides preliminary summary of findings and recommendations for action by management as necessary	HRS-8
Analyzes, verifies, and monitors human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols	HRS-9
Compiles, reviews, and analyzes employment data by using the human resource system; performs data queries and produces reports, tables, graphs, and narrative presentations in order to synthesize and summarize personnel related data for projects, special audits, or collective bargaining	HRS-10

<b>Task Statement</b>	<b>Code</b>
Processes, prepares, and distributes personnel assignment notices authorizing employment, salary increases, status changes, leave of absences, personnel evaluation forms, reasonable assurance letters, First Aid and CPR renewals, and other notifications to employees; track and follow up to complete processes and procedures to comply with district and legal mandates	HRS-11
Prepares staffing spreadsheets and comparative reports to track staffing levels, assignments and vacancies; prepares and updates reports concerning new hires, transfers, separations, seniority, retirement, and reinstatement actions	HRS-12
Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for all employees	HRS-13
Acts as a liaison between the Human Resources Department and employees; prepares correspondence to explain department and District procedures	HRS-14
Coordinates, compiles and completes information for classification, salary, benefits and employment surveys and reports; responds to employment verification requests from outside agencies	HRS-15
Performs related duties as assigned	GEN-1

## **SUPERVISION**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Human Resources and Assistant Superintendent of Human Resources
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Human Resources and Assistant Superintendent of Human Resources
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Human Resources
Given to:	None

## **KNOWLEDGE AND ABILITIES**

### ***KNOWLEDGE OF:***

- Standard business writing and report preparation techniques
- Relevant provisions of Education Code and other applicable laws
- Basic research, analysis and statistical methods
- Database management principles
- Personnel and office administration practices
- Fair employment principles and practices
- Merit System practices and/or instructional certification practices
- Classification and compensation plans, terminology, and practices
- Effective customer service techniques.

**ABILITY TO:**

- Operate personal computer using word processing, spreadsheet, and report writing applications and an applicant tracking system and human resource information system
- Generate complex, custom reports from human resources system
- Maintain confidentiality and security of sensitive information
- Maintain work records and compile operating, budget, program, or activity reports
- Schedule, organize, and complete work in accordance with deadlines
- Communicate effectively with employees, school site staff, District staff, parents, teachers, outside agencies, and public and private representatives
- Multi-task and meet deadlines with constant interruptions
- Build rapport and maintain positive working relationships

**MINIMUM QUALIFICATIONS**

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**EDUCATION:**

Educational attainment equivalent to a High School Diploma, supplemented by 30 semester units or the equivalent of college-level coursework in Human Resources, Business, Public Administration, or a related field

**EXPERIENCE:**

Four (4) or more years of increasingly responsible experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports

**EDUCATION/EXPERIENCE EQUIVALENCY:**

Two (2) more years of required experience may substitute for 30 semester units or the equivalent of college-level coursework required.

A Bachelor's Degree in a related field may substitute for two (2) years of the required experience.

**LICENSES AND OTHER REQUIREMENTS:**

None

**WORKING CONDITIONS**

**ENVIRONMENT:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

**PHYSICAL DEMANDS:**

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Ability to sit for long periods of time and use a computer terminal; ability to safely lift and carry up to ten (10) pounds.

DUTIES APPROVED  
BOARD OF EDUCATION:

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:  
June 2001  
Re-titled May 16, 2006  
Revised, November 10, 2015

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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (06/04/21)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100
20-082	GARDENER	OPERATIONS	Vac	100
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15
20-166	RISK MANAGER	BUSINESS SERVICES	New	100
21-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
21-025	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-026	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	15.63
21-027	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
21-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	31.25
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-037	CUSTODIAN	OPERATIONS	Vac	62.5
21-051	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
21-054	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	100
21-057	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	Vac	100
21-058	SENIOR ADMINISTRATIVE ASSISTANT	BUSINESS SERVICES	Vac	100
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-067	CUSTODIAN	JOHN MUIR ELEMENTARY SCHOOL	Vac	100
21-071	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	75

21-073	HEALTH OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	New	75
21-074	CAFETERIA COOK/BAKER	FOOD & NUTRITION SERVICES	Vac	87.5
21-075	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	75
21-076	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	62.5
21-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	21.25
21-080	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
21-081	SENIOR OFFICE SPECIALIST	OPERATIONS	New	100
21-084	SENIOR BUYER	FACILITY IMPROVEMENT PROJECTS	Vac	100
21-088	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
21-089	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100
21-090	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
21-091	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	MAINTENANCE	New	100
21-093	ADMINISTRATIVE ASSISTANT	TRANSPORTATION	Vac	100
21-094	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	18.75
21-095	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25
21-096	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-097	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5
21-098	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75

## Filled Requisitions (06/04/21)

Req Number	Req Title	Department	Date of Accepted Job Offer
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	5/14/21
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	5/25/21
21-059	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	4/27/21
21-063	HEALTH OFFICE SPECIALIST	OLYMPIC HIGH SCHOOL	4/27/21
21-066	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	6/1/21
21-068	HEALTH OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	4/27/21
21-070	HEALTH OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	4/27/21
21-072	HEALTH OFFICE SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	4/27/21
21-077	PARAEDUCATOR-1	CDS - WILL ROGERS	5/14/21
21-078	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	5/14/21
21-082	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	5/13/21
21-083	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	5/13/21
21-085	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	5/14/21
21-086	HEALTH OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	5/14/21
21-087	HEALTH OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	5/14/21

**Classified Personnel – Merit  
5/20/21**

**NEW HIRES**

Machado, Marissa Facility Use	Sports Facility Attendant 3 Hrs/12 Mo/Range: 26 Step: A	<b><u>EFFECTIVE DATE</u></b> 5/1/21
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**LIMITED TERM**

Aquino, Gilda CDS-Rogers ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	<b><u>EFFECTIVE DATE</u></b> 4/15/21-6/11/21
Brown, Lincoln CDS-McKinley ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Carbajal, Patricia CDS-Roosevelt ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Ceron, Gloria CDS-Edison ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Cortez, Griselda CDS-Lincoln Preschool	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Gonzalez, Jessica CDS-Rogers ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Hoorizadeh, Shayesteh CDS-Rogers ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Jimenez, Maria CDS-Edison ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Johnson, Mayra CDS-Santa Monica ITC	Children’s Center Assistant-2 8 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Pineda, Blanca CDS-Adams Preschool	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Ramirez, Armida CDS-Grant ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Valdivia, Matteo CDS-McKinley ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Womack, Raven CDS-Muir ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21

**TEMP/ADDITIONAL ASSIGNMENTS**

Gutierrez, Cindy Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	<b><u>EFFECTIVE DATE</u></b> 3/24/21-6/11/21
Hernandez, Yolanda Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Khodadadi, Shirin Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Lyons, Debra Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21

Madsen, Kaitlin Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Rovetto, Nicole Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Seiden, Abbey Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Sullivan, Diane Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Winger, Nidra Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21

**SUBSTITUTES**

**EFFECTIVE DATE**

Anderson, David Operations	Custodian	4/15/21-6/30/21
Andrade Ramirez, Ramon Operations	Custodian	4/26/21-6/30/21
Flores Morilla, Alfredo Operations	Custodian	4/28/21-6/30/21
Gonzalez, Andrea Child Development Services	Children's Center Assistant-2	2/9/21-3/26/21
Gonzalez, Maya Special Education	Paraeducator-2	4/12/21-6/11/21
Haro, Frank Operations	Custodian	4/26/21-6/30/21
McClain, Edward Operations	Custodian	4/16/21-6/30/21
McCullough, Jr., Earl District	Campus Security Officer	4/28/21-6/9/21
Perez, Grace Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21
Salazar, Jesus Operations	Custodian	4/21/21-6/30/21
Sampson, Claudia Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21
Vasquez, Robert Operations	Custodian	4/29/21-6/30/21
Villasenor, Cindy Operations	Custodian	4/26/21-6/30/21

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Valdivia, Matteo CDS-McKinley ES	Children's Center Assistant-2	5/1/21
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**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Berumen, Theodore Purchasing	Senior Buyer Medical	4/1/21-5/31/21
Burdick, Barton Grounds	Equipment Operator/Sports Facilities Medical	4/6/21-5/14/21
Campos, Joana Santa Monica HS	Office Specialist Medical/FMLA/CFRA	3/18/21-10/30/21
Gonzalez, Martina FNS-Muir ES	Cafeteria Worker I Personal	4/14/21-5/7/21
Griffis, Crystal Special Ed-Santa Monica HS	Paraeducator-1 Medical/FMLA/CFRA	4/13/21-5/11/21
Jackson, LaTasha Special Ed-Lincoln MS	Paraeducator-2 CFRA	4/19/21-9/15/21
Pegue, Forrest Transportation	Bus Driver Medical	3/2/21-6/1/21
Sebastiani, Guido Grounds	Gardener SPSL	2/1/21-2/12/21
Vargas, Marlyn Special Ed-Webster ES	Paraeducator-3 CFRA	4/12/21-6/11/21

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Burdick, Barton Grounds	Equipment Operator/Sports Facilities Personal	5/15/21-5/31/21
O'Connor, Denise Webster ES	Instructional Assistant-Classroom Personal	3/1/21-6/11/21
Torres, Monica Rogers ES	Instructional Assistant-Classroom Personal	4/19/21-6/11/21
Villagomez, Alice Rogers ES	Instructional Assistant-Classroom Personal	4/19/21-6/11/21

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Benjamin, Venecia Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Cline, Wendy Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Moore, Sandra Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Nolen, Henry Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Tirado, Leticia Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21

**RESIGNATION**

Jackson, Tiffany  
McKinley ES

Campus Monitor

**EFFECTIVE DATE**

4/28/21

Perez, Denise  
Special Ed-Webster ES

Paraeducator-1

4/26/21

**Classified Personnel – Merit  
6/3/21**

**NEW HIRES**

Lopez, Luis Facility Use	Sports Facility Attendant 3 Hrs/12 Mo/Range: 26 Step: A	<b><u>EFFECTIVE DATE</u></b> 3/22/21
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**PROVISIONAL ASSIGNMENTS**

Kung, Bonnie Business Services	Senior Administrative Assistant	<b><u>EFFECTIVE DATE</u></b> 4/12/21-12/31/21
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**LIMITED TERM**

Fuller, Herbert Roosevelt ES	Physical Activities Specialist 6.5 Hrs/SY/Range: 28 Step: A	<b><u>EFFECTIVE DATE</u></b> 4/19/21-6/11/21
Stokes, Kevin Roosevelt ES	Physical Activities Specialist 7.5 Hrs/SY/Range: 28 Step: A	4/19/21-6/11/21
Walsh, Leslie CDS-Roosevelt ES	Children’s Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Womack, Raven Operations	Custodian 8 Hrs/10 Mo/Range: 26 Step: D	3/1/21-6/30/21

**TEMP/ADDITIONAL ASSIGNMENTS**

Antheil, Angela Franklin ES	Instructional Assistant - Classroom [additional hours; school reopening support]	<b><u>EFFECTIVE DATE</u></b> 4/1/21-6/11/21
Armas, Paola Grant ES	Campus Monitor [additional hours; school reopening support]	4/1/21-6/11/21
Bacich, Nicholas Grant ES	Campus Monitor [additional hours; school reopening support]	4/1/21-6/11/21
Banda, Christian Franklin ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Eby, David Grant ES	Campus Monitor [additional hours; school reopening support]	4/1/21-6/11/21
Grewohl, Catherine Franklin ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Hatchett, Ashley Franklin ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Hernandez, Beatriz Grant ES	Campus Monitor [additional hours; school reopening support]	4/1/21-6/11/21
Lopez, Luis Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	3/22/21-6/30/21
Lopez, Luis Facility Use	Sports Facility Attendant [overtime; Facility Use events]	3/22/21-6/30/21
Mahir, Sarah Grant ES	Campus Monitor [additional hours; school reopening support]	4/1/21-6/11/21

McDonough, Barbara Grant ES	Campus Monitor [additional hours; school reopening support]	4/1/21-6/11/21
Portillo, Isaac Franklin ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Preston, Deborah Grant ES	Campus Monitor [additional hours; school reopening support]	4/1/21-6/11/21
Yadegari, Shiva Franklin ES	Campus Monitor [additional hours; school reopening support]	3/15/21-3/26/21

**SUBSTITUTES**

Aspron, Alexandra Lincoln MS	Bilingual Community Liaison	<b><u>EFFECTIVE DATE</u></b> 5/3/21-6/11/21
Banks, Mauricia Special Education	Paraeducator-3	5/1/21-6/11/21
Basha, Arsanios Facility Use	Sports Facility Attendant	5/12/21-7/30/21
Brown, Lincoln Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21
Everage, Askia Facility Use	Sports Facility Attendant	5/12/21-7/30/21
Godinez, Lorena Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21
Yadegari, Sholeh Rogers ES	Instructional Assistant - Classroom	4/12/21-6/11/21

**CHANGE IN ASSIGNMENT**

Hatcher, Crystal Special Ed-Rogers ES	Paraeducator-2 6 Hrs/SY From: 5 Hrs/SY/Special Ed-Rogers ES	<b><u>EFFECTIVE DATE</u></b> 4/12/21-6/11/21
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**PROFESSIONAL GROWTH**

Brown, Elizabeth Special Ed-Santa Monica HS	Paraeducator-1	<b><u>EFFECTIVE DATE</u></b> 6/1/21
Gardner, Ryan Maintenance	Facilities Technician	6/1/21
Herrera, Zenon Maintenance	Locksmith	6/1/21

**LEAVE OF ABSENCE (PAID)**

Martinez, Maisha Special Ed-Santa Monica HS	Paraeducator-1 SPSL	<b><u>EFFECTIVE DATE</u></b> 4/20/21-5/3/21
Martinez, Maisha Special Ed-Santa Monica HS	Paraeducator-1 Medical/FMLA/CFRA	5/3/21-5/16/21
Papp, Elizabeth Malibu HS	Senior Administrative Assistant Medical-Partial	5/7/21-5/13/21

Ramos, Marlene Lincoln MS	Bilingual Community Liaison CFRA	4/26/21-6/14/21
Wooden, Chris Operations	Custodian Medical/FMLA/CFRA	4/6/21-4/21/21

**LEAVE OF ABSENCE (UNPAID)**

De Los Santos, Gabriela Muir ES	Instructional Assistant-Classroom Personal	<b><u>EFFECTIVE DATE</u></b> 4/19/21-10/19/21
Reynolds, Travis Adams MS	Instructional Assistant-Music Personal	5/10/21-6/11/21

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**  
(39-MONTH MEDICAL REEMPLOYMENT LIST)

TN4889886 Food and Nutrition Services		<b><u>EFFECTIVE DATE</u></b> 6/1/21
VD8022079 Special Education	Paraeducator-3	5/21/21

**WORKING OUT OF CLASS**

Cisneros, Yolanda Operations	Custodian From: Cafeteria Worker II	<b><u>EFFECTIVE DATE</u></b> 3/15/21-6/30/21
Cojan, Carmen Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Cornejo, Ana Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Escobar, Victoria Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Griffis, Denise Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Kachurka, Sabrina Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Ridley, Tischa Operations	Custodian From: Cafeteria Worker II	3/15/21-6/30/21
Ruiz, Juliana Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Villa, Paola Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21

**SUSPENSION WITHOUT PAY**

BT3998274 Maintenance		<b><u>EFFECTIVE DATE</u></b> 4/28/21
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**ABOLISHMENT OF POSITION**

Physical Activities Specialist 4 Hrs/SY/Rogers ES	<b><u>EFFECTIVE DATE</u></b> 1/8/21
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Senior Office Specialist  
8 Hrs/12 Mo/Superintendent's Office

6/30/21

**RESIGNATION**

Reynolds, Travis  
Adams MS

Instructional Assistant-Music

**EFFECTIVE DATE**

6/11/21

**RETIREMENT**

Kamibayashi, Diana  
Superintendent's Office

Senior Office Specialist

**EFFECTIVE DATE**

6/30/21

**Classified Personnel – Non-Merit  
5/20/21**

**COACHING ASSISTANT**

Detamore, Jason

Santa Monica HS

8/24/20-6/30/21

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2020 – 2021**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2020</b>			
July 8, 2020	4:30 p.m.	Zoom	
August 11, 2020	4:30 p.m.	Zoom	
September 9, 2020	4:30 p.m.	Zoom	
October 14, 2020	4:30 p.m.	Zoom	
<b>November 10, 2020</b>	<b>4:30 p.m.</b>	<b>Zoom</b>	<b>Moved to Tuesday due to Veteran's Day</b>
December 9, 2020	4:30 p.m.	Zoom	
<b>2021</b>			
January 13, 2021	4:30 p.m.	Zoom	
February 10, 2021	4:30 p.m.	Zoom	
March 10, 2021	4:30 p.m.	Zoom	
April 21, 2021	4:30 p.m.	Zoom	Budget – First Reading
May 12, 2021	4:30 p.m.	Zoom	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Zoom	



## School Board Meetings: 2020-2021

Thurs., July 16, 2020 District Office Hybrid  
Thurs., August 13, 2020 District Office A  
Tues., August 25, 2020 District Office Special Meeting  
Thurs., September 3, 2020 District Office A  
Thurs., September 17, 2020 District Office B  
Thurs., October 1, 2020 Malibu A  
Thurs., October 15, 2020 District Office B  
Thurs., November 5, 2020 Malibu A  
Tues., November 17, 2020 District Office Special Meeting  
Thurs., November 19, 2020 District Office B  
Thurs., December 10, 2020 District Office Hybrid  
Thurs., January 14, 2021 District Office Hybrid  
Tues., January 21, 2021 District Office Special Meeting  
Thurs., February 4, 2021 Malibu A  
Thurs., February 18, 2021 District Office B  
Thurs., March 4, 2021 District Office A  
Weds., March 17, 2021 Malibu B  
Weds., March 24, 2021 District Office Special Meeting  
Thurs., April 22, 2021 District Office Hybrid  
Thurs., May 6, 2021 Malibu A  
Thurs., May 20, 2021 District Office B  
Thurs., June 3, 2021 District Office A  
Thurs., June 17, 2021 District Office Special Meeting  
Thurs., June 24, 2021 District Office B

### Meeting Format Structures:

#### Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

#### Meeting "B"

1. Closed Session
2. Consent Calendar
3. Study Session

4. Discussion Items
5. Major Items (as needed)
6. General Public Comments

**Hybrid of "A" and "B"**

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items
9. Major Items
10. Continuation of General Public Comments (if needed)

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## **VII. Personnel Commission Business:**

### **B. 01 Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Tucker Eligibility	Commissioner Training/ Briefing	August 11, 2021

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**VIII. Next Regular Personnel Commission Meeting:**

Wednesday, July 14, 2021, at 4:30 pm, *via Zoom*

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**IX. Public Comments for Closed Session Items Only:**

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**X. Closed Session:**

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**XI. Adjournment:**